

Program Review Preparation and Common Findings

Fall Title I & Title IIA Statewide Conference
November 3, 2016

MASSACHUSETTS DEPARTMENT OF
ELEMENTARY AND SECONDARY
EDUCATION



Agenda

- ★ Title I program review process and resources
- ★ How to organize and submit materials
- ★ Common findings
- ★ Tips from fellow Title I directors



Title I program review - process

- ★ Official notification in summer (email July 27, 2016)
 - ★ Coordinated program review schedule:
<http://www.doe.mass.edu/pqa/review/cpr/6yrcycle.html>
- ★ Timeline
 - ★ Documents due in winter (December 2, 2016)
 - ★ ESE report out in spring
 - ★ Required actions due in fall 2017 (if there are findings)
- ★ All desk-based (some will have one-day site visit)



Title I program review – resources

★ Title I webpage: www.mass.gov/ese/titlei

★ Click on Title I Part A

★ Then click Program Review

★ Key document: 2016-17 Title I Program Review Procedures



Program Review

By the [Title I, Elementary and Secondary Education](#)

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Every six years, each school district in the Commonwealth is scheduled for a [Coordinated Program Review](#) of state and federal programs. Districts receiving Title I funds undergo a Title I program review in the same year they are scheduled for a Coordinated Program Review. The information below is arranged for the purpose of collecting and organizing documentation for program reviews; however, even if a district is not scheduled for a program review they may be of assistance in operating an effective Title I program.

FY17 (2016-2017) Program Review Materials

General Information





- [2016-2017 Title I Program Review Procedures](#)  
- [How to Organize and Submit 2016-2017 Materials for Review by ESE Staff](#)  
- [FY16 Common Title I Program Review Findings](#)  3MB 

Resources & Sample Documents (Organized by Tab)

Fiscal Procedures

- Tab 1: [Comparability Procedure](#)  
- Tab 2: [Comparability Reporting Overview](#)  
- Tab 2: [FY17 Title I Comparability Instructions & Automated Forms](#) 
- Tab 3: [Sample Supplement, Not Supplant Policy and Procedure](#)  
- Tab 4: [Documentation of Title I Expenditures](#)   1MB

Parent/Guardian Communications

- Tab 5: [District and School Family Engagement & Required Policies \(ESE Guidance\)](#)  
- Tab 6: [School-Parent/Guardian Compact](#)  



Title I program review – resources

Fiscal procedures

Tab 1	Comparability procedure
Documentary evidence:	Submit a dated copy of the district's written comparability procedure for the current school year (SY2016-17).
Required of:	All districts except single school districts and districts with one school per grade span

Districts are required to use district funds to provide educational services in Title I schools that are comparable to the services provided in non-Title I schools. Each year Title I districts are required to demonstrate through appropriate documentation that they are in compliance with the Title I comparability requirements. The district's comparability procedure should be in writing and state that comparability is an annual requirement. It should identify the office responsible for making the comparability calculations and sources of the data and should include the measure and process used to determine whether schools are comparable. The procedure should also include the district's timeline for demonstrating comparability and how and when the district makes adjustments in school staffing when schools are not comparable.

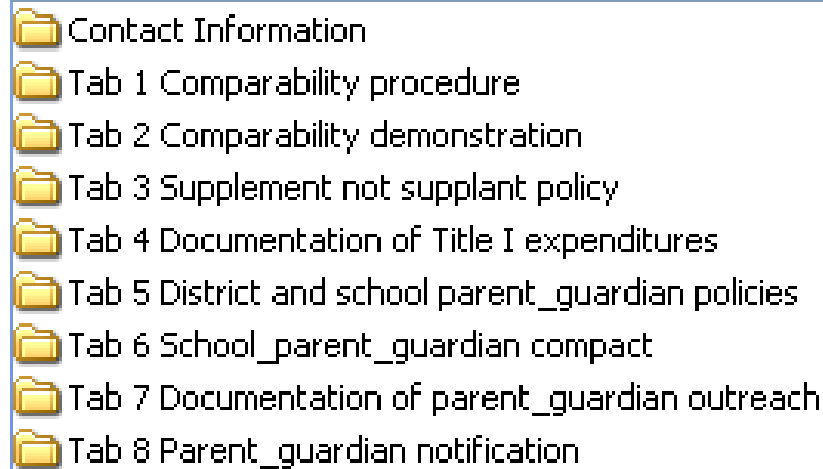


Preparing documentation

1. Collect your materials
2. Organize your materials by tab as outlined in the *2016-17 Title I Program Review Procedures* document
3. Store your materials electronically using a flash drive or in a binder
4. Submit your materials to ESE via mail or in person



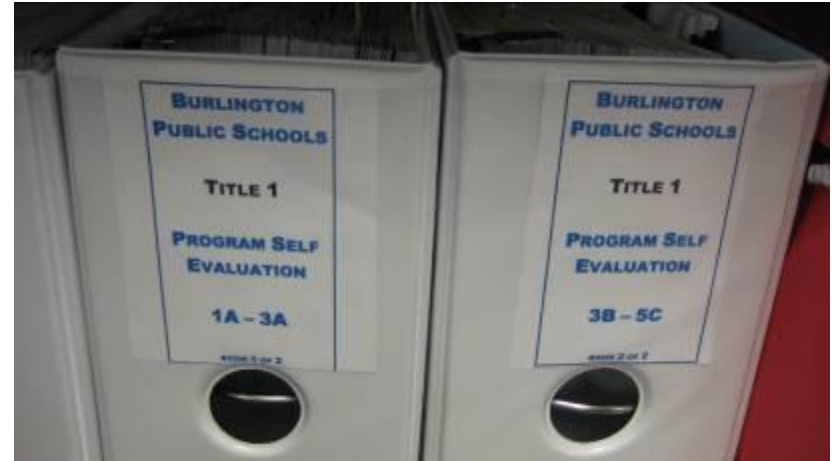
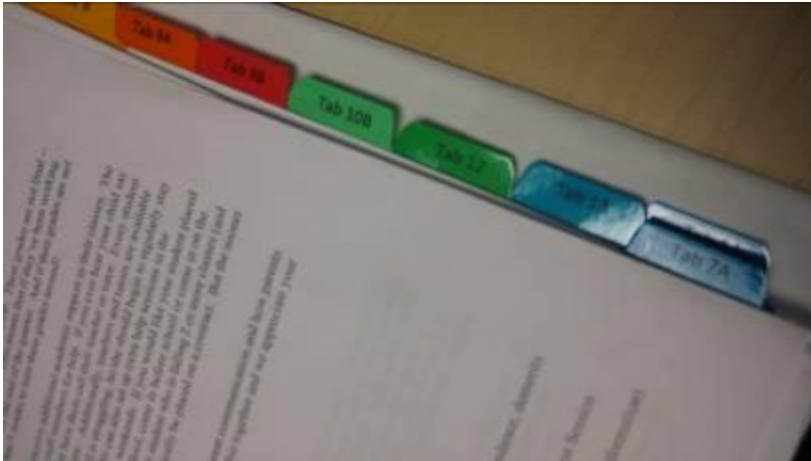
Option 1: Flash drive (preferred)



- ★ All materials submitted together electronically - ESE will **not** accept mixed media (e.g., combination of paper and electronic files)
- ★ File names clearly labeled by tab
- ★ Save files in Microsoft Word, Excel or Adobe PDF format
- ★ Include Microsoft Word file containing contact information
- ★ Preparation will likely involve scanning some documents and converting them to PDF



Option 2: Binder



- ★ Materials organized by tabbed dividers in three-ring binder
- ★ Outside of binder labeled with name of district
- ★ Contact information easily located inside front of binder
- ★ Multiple binders clearly labeled (e.g., 1 of 2, etc.)



Program review findings report



FY16 Title I Program Review - Required Actions Following Desk Audit

Required Action:

✓ Yes (see below) None at this time

Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Parent / Guardian Communications 2B-1: Parent/Guardian Policies <ul style="list-style-type: none"> District creates and distributes written district parent/guardian involvement policies Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs) Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth District updates parent/guardian involvement policies periodically after evaluating their effectiveness 	District did not submit a parent involvement policy for each Title I served school. Only a district policy was submitted.	Submit copies of parent/guardian involvement policies for each Title I-served school in the district.	October 7, 2016
Parent / Guardian Communications 2B-2: School-Parent Compacts <ul style="list-style-type: none"> District creates and distributes school-parent compacts School-parent compacts are agreements between the school (teachers) and the home (parents/guardians) that describe the responsibilities of each party, including the student, if desired District updates school-parent compacts periodically after evaluating their effectiveness 	District did not provide a sample school-parent compact from each Title I school. A sample compact was provided for the elementary grades but not for middle school and high school grades.	Provide a copy of the middle school and high school parent compacts and evidence that they were distributed to participating families for the 2016-17 program year.	October 7, 2016



FY16 Title I program review

60 districts & charter schools reviewed

From 0 to 7 findings per district

1 finding per district on average



Fiscal procedures

Finding

Supplement not supplant policy does not include dissemination procedures



Parent/guardian communications

Finding

District submitted parent/guardian involvement policy only for district, not for individual Title I schools as well



Program design & evaluation

Finding

District did not submit a written summary of the program evaluation, including strengths/ weaknesses and subsequent program changes



Opportunity & equal educational access

Finding

District did not provide evidence that offers of consultation were received by the private school officials at schools that eligible students attend.



Quick tips/reminders

- ★ Date everything
- ★ If multiple Title I schools in district, make sure required documents are submitted for EACH school
- ★ Read procedures manual carefully!
- ★ Use our samples



Tips/strategies from the field

★ Jennifer Chapin - Hatfield

★ Karen McCarthy - Brockton



For more information

Title I website: www.mass.gov/ese/titlei

E-mail: titlei@doe.mass.edu

Phone: 781-338-6230

